



Financial Reporting and Appropriation Updates

Accounting Policy Meeting
July 31, 2020

Financial Reporting and Appropriation Control Sections
Fiscal Management Division



Presenters and Agenda



Shelly Arnold

financial reporting supervisor

Topic:

- GR Consolidated Agencies (GCAs)
- Agency vs Financial Reporting Section Responsibilities



Aurora Ramirez

appropriation control team lead

Topic:

USAS System-Generated Lapse



Maricela Cayetano

financial reporting assistant supervisor

Topic:

- FMX Website
 - AFR Reporting Requirement's Website
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GR Consolidated Agencies (GCAs) **(formerly *Simplified Reporting Agencies*)**

- Smaller transactional volume/dollar amounts:
 - ❖ General Revenue
 - ❖ Minimal Federal Funds
- Less complex fund structure:
 - ❖ No Debt Service (FT 03)
 - ❖ No Capital Projects (FT 04)
 - ❖ No Enterprise Activity (FT 05/06/15)
 - No Statement of Cash Flows
 - ❖ No Fiduciary – only Custodial Funds (FT 22)



Agency Responsibilities

- **Option 2 no longer exists**
- **Inventory no longer tracked on Balance Sheet**
- **GCA Closing Package spreadsheet (Due 9/15):**
 - ❖ Shared Cash: provide USAS coding
 - ❖ Fund Balance Allocation: provide additional detail
 - ❖ Restatement (RNSS): provide additional detail
 - ❖ Capital Lease (LNSS): provide USAS coding
 - ❖ Agency submits Employee Compensable Leave report from accounting systems other than USPS and CAPPS
- **USAS entries by agency:**
 - ❖ Cash in Bank/Investments (Due 9/14)
 - ❖ SPA/CAPPS property (Due 9/20)
 - ❖ SEFA/SPTR:
 - USAS entries (Due COB 9/26)
 - Certify web application (SPTR initial certification due COB 9/1, final certification due COB 9/28)

Agency Responsibilities (Cont.)



- ❖ APS 018 – use FY21/AY 20 (Due 9/30)
- ❖ If a deadline falls on a weekend, all transactions must be entered in USAS by COB on the prior Thursday in order to certify all web applications by COB on the prior Friday.
- All web application certifications (Due 10/1 [or earlier]), in addition:
 - ❖ DINSS, RNSS, CNRC (disclosures and USAS certifications)
 - ❖ Provide additional detail in: LNSS, ONDSS
- **Agency 25 profile set to “central” on 10/1**
- **November 1:**
 - ❖ CNRC Global Certification
 - ❖ Prepare AFR for agency management
 - ❖ Use templates available on the AFR Reporting Requirements website
 - ❖ AFR to oversight agencies (Due 11/20):
 - Except Comptroller (electronic submission only, sent to: frs@cpa.texas.gov)
 - Financial Statements hard copy **MUST** tie to USAS



Financial Reporting Section Responsibilities

- GR Reconciliation:
 - ❖ The financial reporting analyst and the appropriation control officer reconciles and certifies the entries:
 - Reconciliation includes USAS entries
 - Agency receives copy of voucher
- Capital Assets (CANSS):
 - ❖ Financial reporting analyst works with SPA analyst:
 - Financial Reporting section obtains CAAB reports
 - Financial Reporting section records USAS BC entries
- Long-Term Liability (LTLN):
 - ❖ Financial Reporting section obtains USPS/CAPPS leave report
 - ❖ Financial Reporting section records USAS BC entries



USAS System-Generated Lapse

The expiring year lapse program captures all expiring appropriations with balances and creates a lapse document in USAS.

- Auto lapse program runs after the regular USAS cycle on Aug. 31.
- Expired appropriation balances occur when they are not expended within two years following the last day of the appropriation year (AY):
 - ❖ Unobligated balances may be moved forward with statute authority.
 - ❖ Collected cash balances in fund 0001 must be transferred to 902 with RTI 003973.



USAS System-Generated Lapse (Cont.)

- Cash Related Entries:
 - ❖ Any deposits, corrections or other cash-related entries to be reflected in fiscal 2020 must be entered before fiscal year-end close.
 - ❖ Aug. 31 at 7 p.m. – Deadline for fiscal 2020 cash entries
 - ❖ Aug. 26 – Deadline for any documents or transactions relating to expiring appropriations. After this date, each agency must coordinate entries with the agency's appropriation control officer.
- Pending transactions on the Agency IT File (USAS 53 screen) should be minimal. All information is available on [FMX](#).



Fiscal Management's Website (FMX)

- FMX helps state agencies and institutions of higher education efficiently and effectively manage their appropriations, financial reporting, purchase and travel expenditures, payrolls and personnel.
- FMX documents contain information intended for state agencies, institutions of higher education and public community and junior colleges.
- Staying informed through:
 - ❖ [What's New on FMX?](#)
 - ❖ [FMXtra](#)
 - ❖ Other [Fiscal Management Email Subscriptions](#)



Fiscal Management's AFR Reporting Requirements Website

- The Comptroller's office is responsible for providing instructions to state agencies and institutions of higher education to enable them to complete the annual financial report required by Texas Government Code, Section 2101.011.
- The Comptroller's office designated the Financial Reporting section of the Fiscal Management Division to prescribe the form and content of all agencies' AFRs.
- AFR Reporting Requirements website was developed to facilitate statewide reporting and to assist each agency in posting fiscal year-end adjusting entries for reconciling its annual financial data to USAS and to its agency's accounting system.
- AFR Reporting Requirements website is updated on a continual basis (instead of an annual release for each reporting period).

Questions?



If you have financial reporting questions, contact your agency's [financial reporting analyst](#).

If you have appropriation control questions, contact your agency's [appropriation control officer](#).